

[Your Names]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Re: Request to Close Joint Account #[Account Number]

To Whom It May Concern,

Please accept this letter as formal authorization to close the joint checking/savings account listed above, held in the names of [Account Holder 1 Name] and [Account Holder 2 Name].

We are closing this account due to our relocation to another state. We have ensured that all outstanding checks have cleared and all automated payments have been canceled or transferred to our new institution.

Please issue a check for the remaining balance, including any accrued interest, and mail it to our new address provided below:

[New Street Address]
[New City, New State, New Zip Code]

If you require any further documentation to complete this request, please contact us at [Phone Number].

Sincerely,

[Account Holder 1 Printed Name]

[Account Holder 2 Printed Name]